



# **MT Votes: Late Registration**

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# Late Registration Overview

- Late registration begins the day after regular registration closes.
- Late registration must be done at the county election office (or designated late registration location).
- Late registrants must receive an absentee ballot in person at the county office (or designated location).
- Late registrants who are transfer registrants ON ELECTION DAY, must vote a provisional ballot.

# Entering a Late Registrant



# Entering a Late Registrant

When Late Registering a voter, the following entries must be made:

- A. Voter Registration Status of **Late Registration**.
- B. One of the three Late Registration Status reasons must be selected – **new, county to county** or **precinct to precinct**.
- C. Set the Vote Eligible Date to the **Sunday** prior to the close of regular registration.

The screenshot shows the 'Voter Registration' software window. The 'Registration' tab is active. Callout A points to the 'Status' dropdown menu, which is set to 'Late Registration - LR'. Callout B points to the 'Reason' dropdown menu, which is set to 'New - L1N'. Callout C points to the 'Vote Eligible' date field, which is set to '05/08/2016'. Other fields include 'Party' (No Party), 'Last Voted Date' (08/09/2012), 'County Reg Date' (08/09/2012), and 'Last Voted Date' (empty). The 'Verify' button is visible. The 'Registration' tab is also visible in the bottom left corner of the window.

Field	Value
Party	No Party
Status	Late Registration - LR
Reason	New - L1N
Source of Registration	In person - 06
Old Voter ID	
County Reg Date	08/09/2012
Vote Eligible	05/08/2016
Last Voted Date	
Verify	Verify
No Signature	<input type="checkbox"/>
Confidential	<input type="checkbox"/>
Reveal	Reveal
US Citizen	<input checked="" type="checkbox"/>

# Late Registration

If an existing voter has moved and is late registering, you will notice that their record shows their original vote eligible date.

If the voter already has a Vote Eligible date that is earlier than the Sunday before the end of regular registration, **you still need to change the date.**

# Late Registration

Once the **Voter Status**, **Status Reason**, and **Vote Eligible** date have been entered you will need to enter a new request on the **Absentee Tab** (a).

If it is **Election Day**, County to County and Precinct to Precinct transfer registrants will not be issued a ballot through the Absentee tab. You will need to issue a ballot through the provisional module.

The screenshot shows the 'Voter Registration' software interface. The 'Absentee' tab is highlighted, and a blue arrow points to it from a white box containing the letter 'a.'. The interface includes various input fields for voter information, including Voter ID, State ID, SSN, Birth Date, Age, Gender, Last Name, First Name, MI, and Suffix. It also has sections for Residence, Mailing, and Registration. The Registration section includes fields for Party, Status, Reason, Source of Registration, Old Voter ID, County Reg Date, Vote Eligible, Last Voted Date, and checkboxes for No Signature, Confidential, and US Citizen. There are also tables for Election and Districts.

Voter ID	State ID	SSN	Birth Date	Age	Gender	Last Name	First Name	MI	Suffix
		1234	01/01/1991	21			TEST		

House #	Suffix	Pre Dir	Street Name	Type
1488			GALE	CT

City/St/Zip	County	Precinct	Split
BOZEMAN MT 59718	GALLATIN	45	01

Election	Date	Polling Places

District Type	Code	Name

# Late Registration

A: Click the Absentee Tab

B: In the Absentee Status drop down choose the appropriate Absentee Status Type\*.

C: Once the status has been entered click Add to create the new absentee entry.

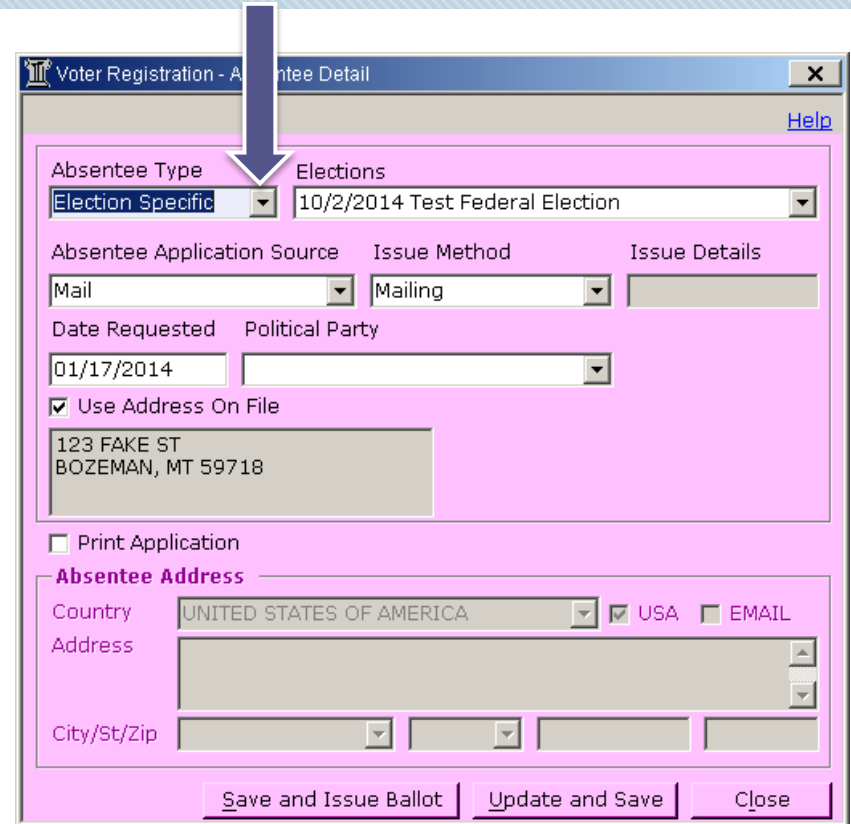
The screenshot shows the 'Voter Registration' application window. At the top, a green message states 'Voter record successfully saved, Voter number is 450022443'. The interface includes several sections:

- Registration Fields:** Voter ID (450022443), State ID, SSN (1776), Birth Date (07/04/1976), Gender (Male), Last Name (WASHINGTON), First Name (GEORGE), MI, and Suffix.
- Absentee Tab:** An arrow labeled 'A.' points to the 'Absentee' tab in the 'Residence' section.
- Absentee Status:** A dropdown menu labeled 'B.' is located below the 'Dates/Elections' table. Below it is an 'Add' button, with an arrow labeled 'C.' pointing to it.
- Registration Section:** Includes fields for Party (No Party), Status (Active - A), Reason (In person - 06), Source of Registration, Old Voter ID, County Reg (07/2011), Vote Eligible (11/07/2011), Last Voted Date, and checkboxes for 'No Signature', 'Confidential', 'MVD Verified', 'SSA Verified', and 'Verify'.
- Voter Polling Locations:** A table with columns for Precinct, Split, and Polling Place. The current entry is Precinct 17 - PRECINCT #17, Split 02, and Polling Place AUDITORIUM - HARDIN.
- Districts:** A table with columns for District Type, Code, and Name. It lists various districts including CONGRESSIONAL, STATEWIDE, PUBLIC SERVICE COMMISSION, SUPREME COURT JUSTICE, JUDICIAL, SENATE DISTRICT, HOUSE DISTRICT, COUNTY COMMISSIONER, COUNTYWIDE, JURY, and SCHOOL DISTRICT.

\*You must enter an **Absentee Status** (b) as this information will remain after the **Absentee Type** expires. (Absentee Status is not required if the voter is **election specific**).

# Late Registration

Assign the specified Absentee Type. If the voter did not request to be on the absentee list, you would want to mark them as Election Specific. If they requested to be on the absentee list, go to slide 12.



The screenshot shows a web application window titled "Voter Registration - Absentee Detail". A blue arrow points to the "Absentee Type" dropdown menu, which is currently set to "Election Specific". The form includes the following fields and options:

- Absentee Type:** Election Specific (selected)
- Elections:** 10/2/2014 Test Federal Election (selected)
- Absentee Application Source:** Mail (selected)
- Issue Method:** Mailing (selected)
- Issue Details:** (empty field)
- Date Requested:** 01/17/2014
- Political Party:** (empty dropdown)
- ☒ Use Address On File
- Address:** 123 FAKE ST, BOZEMAN, MT 59718
- ☐ Print Application
- Absentee Address:**
  - Country:** UNITED STATES OF AMERICA (selected), with checkboxes for ☒ USA and ☐ EMAIL
  - Address:** (empty text field)
  - City/St/Zip:** (empty dropdowns)

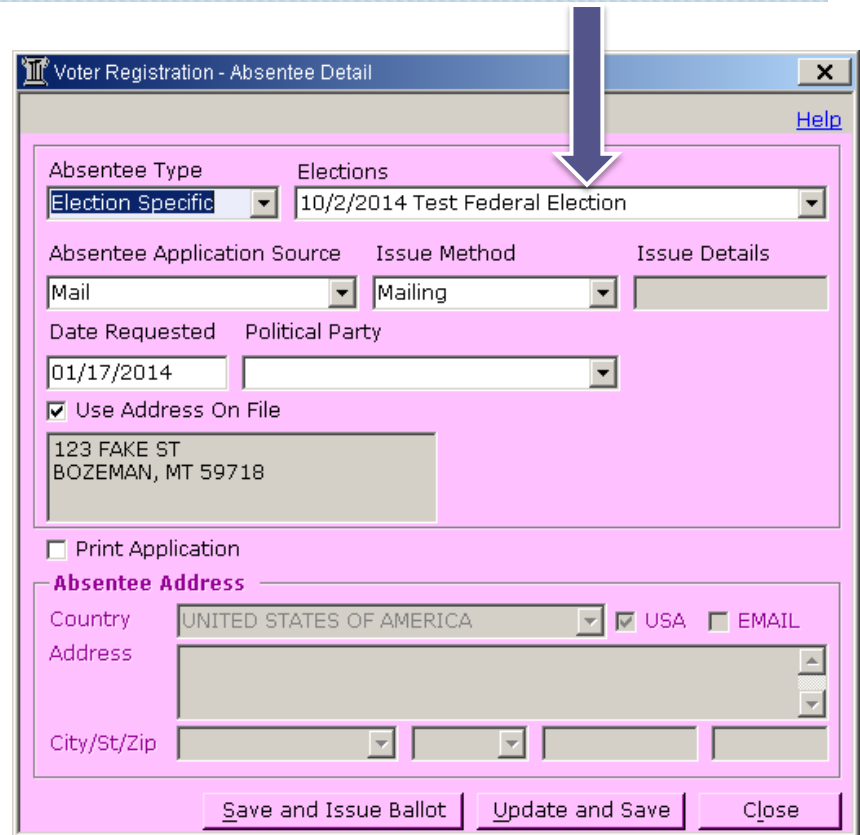
At the bottom of the form are three buttons: "Save and Issue Ballot", "Update and Save", and "Close".



# Late Registration

For Election Specific absentee types the date boxes will be replaced by an election drop down.

Choose the appropriate election for which the voter is requesting an absentee ballot.



The screenshot shows a web form titled "Voter Registration - Absentee Detail". A blue arrow points to the "Elections" dropdown menu, which is currently set to "10/2/2014 Test Federal Election". The form includes the following fields and options:

- Absentee Type:** Election Specific (dropdown)
- Elections:** 10/2/2014 Test Federal Election (dropdown)
- Absentee Application Source:** Mail (dropdown)
- Issue Method:** Mailing (dropdown)
- Issue Details:** (empty text box)
- Date Requested:** 01/17/2014 (text box)
- Political Party:** (empty dropdown)
- ☒ Use Address On File
- Address:** 123 FAKE ST, BOZEMAN, MT 59718 (text box)
- ☐ Print Application
- Absentee Address:**
  - Country:** UNITED STATES OF AMERICA (dropdown)
  - ☒ USA ☐ EMAIL
  - Address:** (empty text box)
  - City/St/Zip:** (three empty text boxes)

At the bottom, there are three buttons: "Save and Issue Ballot", "Update and Save", and "Close".

# Late Registration

- For Election Specific requests ensure the correct election is showing (a).
- Verify the Absentee Application Source (b), Issue Method (c), and Date Requested (d) are accurate.
- Verify the user's address (e).

The screenshot shows a web form titled "Voter Registration - Absentee Detail". The form has a pink background and a white border. It contains several sections for data entry. Annotations with letters in boxes and arrows point to specific fields: 'a.' points to the 'From' date field (4/13/2016); 'b.' points to the 'Absentee Application Source' dropdown (In-Person); 'c.' points to the 'Issue Method' dropdown (In-Person); 'd.' points to the 'Date Requested' field (04/13/2016); and 'e.' points to the 'Address' field (1 2ND ST, CLANCY, MT 59634). The form also includes a 'To' date field (1/31/2018), a 'Political Party' dropdown, a 'Batch #' field, a 'Print Application' checkbox, and an 'Absentee Address' section with 'Country' (UNITED STATES OF AMERICA), 'Address' (empty), and 'City/St/Zip' (empty) fields. At the bottom are buttons for 'Save and Issue Ballot', 'Update and Save', and 'Close'.

Absentee Type		
Absentee List	From	To
	4 13 2016	1 31 2018

Absentee Application Source		Issue Method		Issue Details	
In-Person		In-Person			
Date Requested	Political Party	Batch #			
04/13/2016					

☒ Use Address On File

1 2ND ST  
CLANCY, MT 59634

☐ Print Application

**Absentee Address**

Country: UNITED STATES OF AMERICA ☒ USA ☐ EMAIL ☐ FAX

Address:

City/St/Zip:

Save and Issue Ballot Update and Save Close

Late Registrants: the Absentee Application Source and Issue Method must be set to **IN PERSON**.

# Late Registration

Once all data is entered, choose either:

- **Save and Issue Ballot** – This option is most commonly used for late registrants.
- **Update and Save** -This option will put the ballot into Active/Prepared and the label will be available for printing in Election Management > Label Printing.

**Voter Registration - Absentee Detail**

[Help](#)

Absentee Type: **Absentee List** From: **4/13/2016** To: **1/31/2018**

Absentee Application Source: **In-Person** Issue Method: **In-Person** Issue Details:

Date Requested: **04/13/2016** Political Party:  Batch #:

☒ Use Address On File

**1 2ND ST  
CLANCY, MT 59634**

☐ Print Application

**Absentee Address**

Country: **UNITED STATES OF AMERICA** ☐ ISA ☐ EMAIL ☐ FAX

Address:

City/St/Zip:

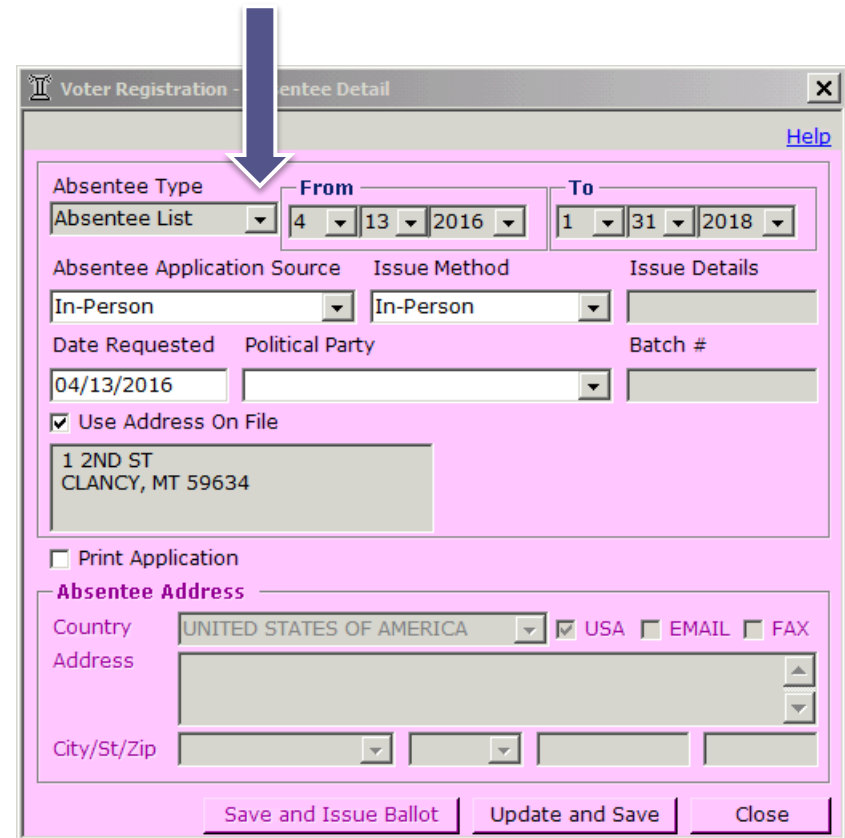
**Save and Issue Ballot** **Update and Save** **Close**



# **LATE REGISTRATION – ABSENTEE REQUEST**

# Late Registration

If the voter requested to be on the Absentee List (or seasonal absentee), drop down the **Absentee Type** and select the appropriate type.



The screenshot shows a web form titled "Voter Registration - Absentee Detail". A blue arrow points to the "Absentee Type" dropdown menu, which is currently set to "Absentee List". The form includes fields for "From" (4/13/2016) and "To" (1/31/2018). Below these are sections for "Absentee Application Source" (In-Person), "Issue Method" (In-Person), "Date Requested" (04/13/2016), "Political Party", and "Batch #". There is a checkbox for "Use Address On File" and a text area for the address: "1 2ND ST, CLANCY, MT 59634". At the bottom, there is a "Print Application" checkbox and an "Absentee Address" section with fields for "Country" (UNITED STATES OF AMERICA), "Address", and "City/St/Zip". The form also has checkboxes for "USA", "EMAIL", and "FAX". At the bottom right, there are three buttons: "Save and Issue Ballot", "Update and Save", and "Close".

**Absentee Type**  
Absentee List

**From**  
4/13/2016

**To**  
1/31/2018

**Absentee Application Source**  
In-Person

**Issue Method**  
In-Person

**Date Requested**  
04/13/2016

**Political Party**

**Batch #**

☒ Use Address On File

1 2ND ST  
CLANCY, MT 59634

☐ Print Application

**Absentee Address**

**Country**  
UNITED STATES OF AMERICA

☒ USA ☐ EMAIL ☐ FAX

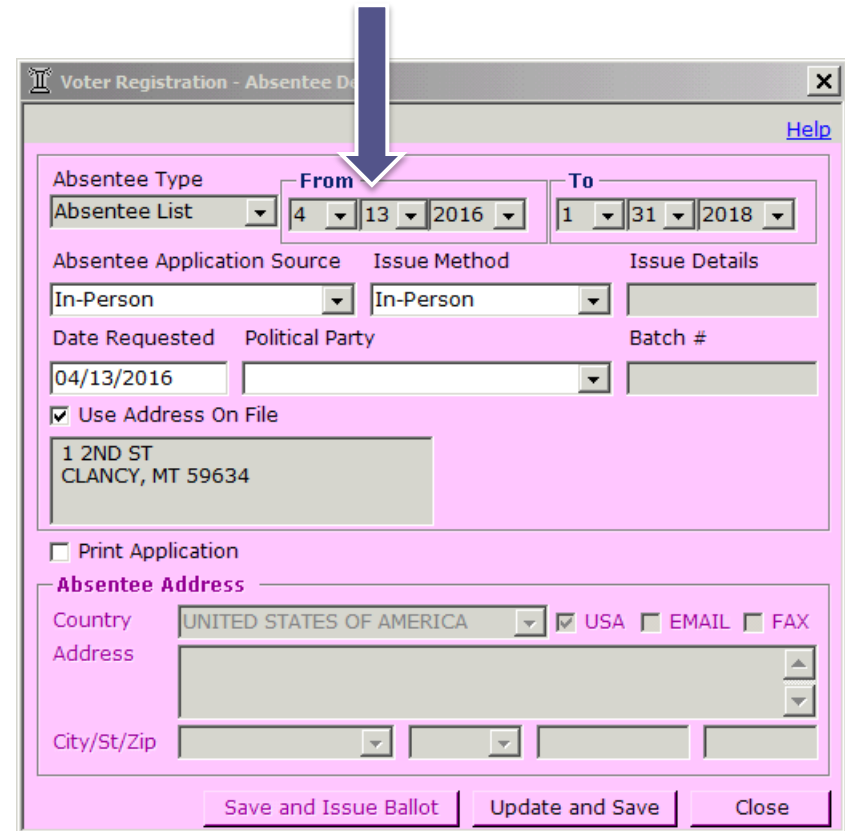
**Address**

**City/St/Zip**

Save and Issue Ballot Update and Save Close

# Late Registration

Verify the From date is correct, make any necessary changes.



The screenshot shows a web application window titled "Voter Registration - Absentee Data". The form is divided into several sections. At the top, there are fields for "Absentee Type" (set to "Absentee List"), "From" (set to 4/13/2016), and "To" (set to 1/31/2018). Below these are fields for "Absentee Application Source" (set to "In-Person") and "Issue Method" (set to "In-Person"). The "Date Requested" field is set to 04/13/2016. There is a checkbox for "Use Address On File" which is checked. The address field contains "1 2ND ST CLANCY, MT 59634". At the bottom, there are buttons for "Save and Issue Ballot", "Update and Save", and "Close". A blue arrow points to the "From" date field.

Absentee Type		
Absentee List	From	To
	4/13/2016	1/31/2018

Absentee Application Source		Issue Method	Issue Details
In-Person		In-Person	

Date Requested	Political Party	Batch #
04/13/2016		

☒ Use Address On File

1 2ND ST  
CLANCY, MT 59634

☐ Print Application

**Absentee Address**

Country	Address	City/St/Zip
UNITED STATES OF AMERICA		

☒ USA ☐ EMAIL ☐ FAX

Save and Issue Ballot Update and Save Close

# Late Registration

- For Absentee requests ensure the following information is correct, From(a), the Absentee Application Source (b), Issue Method (c), Date Requested (d) and Verify the user's address (e).

The screenshot shows a web form titled "Voter Registration - Absentee Detail". The form contains several sections with callouts indicating specific fields to verify:

- a.** Points to the "From" date field, which is set to 4/13/2016.
- b.** Points to the "Absentee Application Source" dropdown, which is set to "In-Person".
- c.** Points to the "Issue Method" dropdown, which is set to "In-Person".
- d.** Points to the "Date Requested" field, which is set to 04/13/2016.
- e.** Points to the "Address" field, which contains "1 2ND ST CLANCY, MT 59634".

Other visible fields include "Absentee Type" (set to "Absentee List"), "To" date (set to 1/31/2018), "Political Party" (empty), "Batch #" (empty), "Use Address On File" (checked), "Print Application" (unchecked), "Country" (set to "UNITED STATES OF AMERICA"), "Address" (empty), "City/St/Zip" (empty), and "USA" (checked). The form has buttons for "Save and Issue Ballot", "Update and Save", and "Close".

Late Registrants: the Absentee Application Source and Issue Method must be set to **IN PERSON**.

# Late Registration

Once all data is entered, choose either:

- **Save and Issue Ballot** – This option is most commonly used for late registrants.
- **Update and Save** -This option will put the ballot into Active/Prepared and the label will be available for printing in Election Management > Label Printing.

**Voter Registration - Absentee Detail**

[Help](#)

Absentee Type:  From:    To:

Absentee Application Source:  Issue Method:  Issue Details:

Date Requested:  Political Party:  Batch #:

☒ Use Address On File

☐ Print Application

Absentee Address

Country:  ☐ USA ☐ EMAIL ☐ FAX

Address:

City/St/Zip:





**As always, please contact the  
helpdesk if you have any questions.**

soshelpdesk@mt.gov

406.444.4296

866.541.6767